



MEAP

Coordinator Update

Office of Educational Assessment and Accountability – Michigan Educational Assessment Program – Vol. 1, No. 5 – April 30, 2004

WINTER 2004: REPORTS ON SCHEDULE

As of today, reporting for the Winter 2004 MEAP remains on schedule for early May. Schools will receive preliminary access to reports via the secure site prior to the public and press announcements. Hard copy reports are expected to begin shipping soon after the public announcement. Meap coordinators and superintendents will receive a more definitive schedule next week via the MEAP email process.

This preliminary school access allows schools to prepare information for their constituents but should not be released to anyone prior to the public release. Schools that do not honor this temporary embargo place other schools in a difficult position. More details will follow.

Watch for an email next week advising you when online access is available. Thanks to all school and district personnel who have worked so hard to help keep this assessment on schedule.

SPRING 2004: IMPORTANT DATES

Past difficulties aside, getting results back to schools and districts in an accurate and timely manner is a priority for the MEAP office. In order to meet the required report dates, it is vital that districts return answer folders on time. If you haven't already done so, please put together a plan now that will allow you to meet the deadline.

The timelines below will be followed. Scanning and scoring processes will not be delayed to accommodate late returns. If you are having difficulties, call the MEAP help line at 1-877-560-8378.

Cycle 1

Testing Dates..... April 26 – May 7, 2004

Deadline for Return of Answer FoldersMay 12, 2004

Deadline for Return of all Other Testing MaterialsMay 21, 2004

Test ResultsJuly 2004

Cycle 2

Testing Dates.....May 3 – May 14, 2004

Deadline for Return of Answer FoldersMay 19, 2004

Deadline for Return of all Other Testing MaterialsMay 28, 2004

Test ResultsJuly 2004

SPRING 2004: ACCOMMODATED TEST FORMS

Students taking large print, Braille, audio CD, or audio tape versions of the mathematics, science and/or social studies assessments will be taking Form 1 of the test. Form 1 test booklets were included with the appropriate answer folders. Students utilizing accommodations other than large print, Braille, audio CD, or audio tape should use the test form assigned to the school.

GET UP WITH THE MEAP!

Would you believe it? It's a MEAP video and song "Get Up with the MEAP" produced by the creative folks at Warren Consolidated Schools. Visit their site at www.wcs.k12.mi.us . Rock On!

PLEASE KEEP US UP-TO-DATE

Do you have a new superintendent, MEAP coordinator, or others who need access to the MEAP secure website? What about someone who has left your school or district and their access needs to be deleted? Please make sure you know who the people are in your district that have District Admin rights to the site and the ability to add new users and delete users that no longer need access. If your district does not have anyone with District Admin rights, please email meap@michigan.gov for information on how to obtain these rights or for instructions on adding and deleting users.

Also, the MEAP email list includes the superintendent and the MEAP coordinator for each district. You can add up to two additional contacts. They will receive all general notices including the MEAP Coordinator Update. Please keep us up-to-date on your school email accounts so that we can make sure you get the most up-to-date information. For fast and accurate updates to the secure website or the MEAP email list, send your request to meap@michigan.gov

MEAP CONTACT INFORMATION

As a reminder, the new email address for the MEAP help desk is meap@michigan.gov

In addition, you may want to note the following phone numbers and web addresses:

MEAP office local phone number (517) 373-8393
MEAP office toll-free phone number (877) 560-8378
MEAP office FAX: (517) 335-1186

MEAP secure database: www.michigan.gov/meap
Public MEAP and MERIT web site: www.meritaward.state.mi.us

MEAP Mail Address: P.O. Box 30008
Lansing, Michigan 48909

MEAP Overnight Mailing Address: 608 W. Allegan
2nd Floor – Pillar B16
Lansing, Michigan 48933

MEAP Email Address : meap@michigan.gov